	DECORDS MANAGEMENT DIVISION	Schedule No. C-758
RI	RECORDS MANAGEMENT DIVISION ECORDS RETENTION AND DISPOSAL SCHEDULE	Page of
Agency	Division	
rgency	Divisio	n / OTIIL
	MONTCOMERY COUNTY SHERIFF'S OFFICE	WARRANT/FLIGHTIVE
tem	Description	Retention
No.		
1	COURT ORDERED EXPUNGEMENT OF RECORDS (1) MANILA ENVELOPE CONTAINING ASSORTED PAPERWORK INVOLVING THE ARREST OF AN INDIVIDUAL PURSUANT TO AN ARREST WARRANT OR BODY ATTACHMENT ISSUED BY THE CIRCUIT COURT OR DISTRICT COURT FOR MONTGOMERY COUNTY IN THE STATE OF MARYLAND. THIS INCLUDES PHOTOS, FINGERPRINTS, WORK SHEETS OF ATTEMPTS OF SERVICE, SUMMARIES, NOTES AND ANY OTHER DOCUMENTS PERTAINING TO THIS CASE NUMBER OF THE EXPUNGEMENT ORDER.	3 YRS. AFTER THE DATE ORDERED BY THE COURT OF THE EXPUNGEMENT. ALL DOCUMENTS INVOLVED TO BE SHREDDED AT THE LOCAL LEVEL
	See other side -	
Sabadula	Approved by Department Schodule Authorized by State	Archivist
Agency,	Approved by Department, Schedule Authorized by State	1996
or Divisio	n Representative.	
Date	Malle Jay 96 Signature Shoul C.	Paserhase h
Signature	Olgriadub	7-1-1
	ante N. GREEN APTAIN CRIMINAL DIVISION	

DGS 550-1 (Rev. 1/93)

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE

(Continuation Sheet)

Schedule No.

Page

Agency		
	MONTGOMERY COUNTY SHERIFF'S OFFICE	WARRANT/FUGITIVE
Item No.	Description	Retention
2	CLOSED WARRANTS AND BODY ATTACHMENTS (1) FILE FOLDER CONTAINING ASSORTED PAPERWORK INVOLVING THE ARREST OF AN INDIVIDUAL PURSUANT TO AN ARREST WARRANT OR BODY ATTACHMENT ISSUED BY THE CIRCUIT COURT OR DISTRICT COURT FOR MONTGOMERY COUNTY IN THE STATE OF MARYLAND. THIS INCLUDES PHOTOS, FINGERPRINTS, WORK SHEETS OF ATTEMPTS OF SERVICE, SUMMARIES, NOTES AND ANY OTHER DOCUMENTS PERTAINING TO THIS CASE NUMBER.	3 YRS. AFTER THE LAST ACTION ORDERED BY THE COURT. ALL DOCUMENTS INVOLVED TO BE SHREDDED AT THE LOCAL LEVEL
3	CLOSED COMMITMENTS (1) FILE FOLDER CONTAINING THE COURT ORDERED INCARCERATION OF AN INDIVIDUAL TO OUR LOCAL CORRECTIONAL INSTITUTION OR TO THE DEPARTMENT OF CORRECTIONS FOR THE STATE OF MARYLAND.	3 YRS. AFTER THE DATE OF THE ORDERED SENTENCE IS COMPLETED.
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DGS 550-1A (Rev. 1/93)

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Instructions - Type or Print a separate form for each new or revised record series, forward with Record	RECORDS M	OF GENERAL SERVICES IANAGEMENT DIVISION	AGENCY RECORDS INVENTION
Retention Schedule (DGS 550-1)	P	VATERLOO ROAD 2.O. BOX 275 , MARYLAND 20794	PAGE OF 3
MONTGOMERY COUNTY SHERIFF'S OFFICE	2. Division CRIMINA	L DIVISION	3. Unit WARRANT- FUGITIVE
DEFINITION - RECORD SERIES - A group of related r	ecords normally filed and	dused as a unit for reference as	well as retention and disposition purposes.
I. Record Senes Title CLOSED WARRANTS AND BOD	Y ATTACHMEN	TS	5. Earliest Year/Latest Year
6. Record Series Description (Briefly describe the types	of informationn/docume	nts/forms found in the senes. In	clude the purpose or function of the series.
ALL THE PAPERWORK INVOLVE ARREST REPORTS, DETAINERS SHEETS, EXTRADITIONS, GOVE FROM LOCAL INFORMATION BA	S, INFORMAL N ERNORS WARR	OTES, ADDITIONAL (ANTS,AND ALL COM	COURT ORDERS WORK
7. Record Senes Format(s)	8. Record Senes S	equence	9. Volume File Drawer(s)
Letter Size	Alphabetica	ıi .	71
☐ Legal Size ☐ Computer Tape	□ Numencal		Number
☐ Bound Book ☐ Flappy Disk	☐ Chronologi	cal	
1 Audio Tape Video Tape	☐ Geographical ☐ Other (specify)		10 Annual Accumulation 250 □ File Drawer(s) □ Microfilm Reel(s)
C) Other (specify)	☐ Other (spe	afy) 	Number
	☐ Other (spe	12. File Becomes Inactive Aft	Number Tape(s) Number Y Other (specify) FILES
11. File is Used		12. File Becomes Inactive Aft Number 14. Is Record Senes Duplicat (If yes, specify agency of	Number Computer Tape(s) Number State FILES ter Month(s) Year(s)
11. File is Used Cauly Weeldy 13. Current Location(s) (Bldg., Floor, Room)		12. File Becomes Inactive Aft Number 14. Is Record Senes Duplical (If yes, specify agency of	Number Computer Tape(s) X Other (specify) FILES ter Month(s) Year(s) ted Eisewhere? or office) No
11. File is Used Daily Weekly 13. Current Location(s) (Bldg., Floor, Room) OFFICE 15. Access Restrictions	☐ Monthly	12. File Becomes Inactive Aft Number 14. Is Record Senes Duplical (If yes, specify agency of Yes) 16. Audit Requirements	Number Computer Tape(s) X Other (specify) FILES ter Month(s) X Year(s) ted Eisewhere? office) No Independent
11. File is Used Daily Weekly 13. Current Location(s) (Bidg., Floor, Room) OFFICE 15. Access Restrictions Yes No (If Yes, cite Law(s) & Regulation(s)	☐ Monthly	12. File Becomes Inactive Aff Number 14. Is Record Senes Duplical (If yes, specify agency of Yes) 16. Audit Requirements None □ State	Number Computer Tape(s) X Other (specify) FILES ter Month(s) X Year(s) ted Eisewhere? or office) No Independent
11. File is Used Carrent Location(s) (Bldg., Floor, Room) OFFICE 15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) 17 Is an Index System Used? (If yes, explain briefly any hadware/software	☐ Monthly	12. File Becomes Inactive Aft Number 14. Is Record Senes Duplical (If yes, specify agency of Yes) 16. Audit Requirements None	Number Computer Tape(s) X Other (specify) FILES ter Month(s) X Year(s) ted Eisewhere? office) No Independent

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Instructions - Type or Print a separate form for each new or revised record series, forward with Record	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD		AGENCY RECORDS INVENTION
Retention Schedule (DGS 550-1)	F	P.O. BOX 275 MARYLAND 20794	PAGE 2 OF 3
epartment/Agency	2. Division		3. Unit
MONTGOMERY COUNTY SHERIFF'S OFFICE	CRIMINAL DIVISION		WARRANT- FUGITIVE
DEFINITION - RECORD SERIES - A group of related re	cords normally filed and	d used as a unit for reference	as well as retention and disposition purposes.
4. Record Series Title		.	5. Earliest Year/Latest Year to
COURT ORDERED EXPUNGEM	ENT OF ARRES	<u> </u>	93 96
6. Record Series Description (Briefly describe the types ALL THE PAPERWORK INVOLVE ARREST REPORTS, DETAINERS SHEETS, EXTRADITIONS, GOVE FROM LOCAL INFORMATION BA	ED IN THE ARR S, INFORMAL N ERNORS WARF	EST OF A SUBJECT OTES, ADDITIONAL RANTS,AND ALL CO	T, PHOTO, FINGERPRINTS, L COURT ORDERS, WORK
7. Record Series Format(s) Letter Size	8. Record Series S	·	9. Volume File Drawer(s) Microfilm Reel(s) Computer Tape(s)
☐ Legal Size ☐ Computer Tape	9 🗆 Computer Tape 🗆 Numerical		Number
☐ Bound Book ☐ Floppy Disk	Chranologi	cal	
1 Audio Tape 🔲 Video Tape	☐ Geographu	I LI FIII DI AWEI	
Cither (specify)	Cther (spe	cafy)	12
11. File is Used □ Daily □ Weeldy	Monthly	12. File Becomes inactive 3. Number	After Month(s) Year(s)
13. Current Location(s) (Bldg., Floor, Room) LT. OFFICE		14. Is Record Senes Duplicated Elsewhere? (If yes, specify agency or office) □ Yes No	
15. Access Restrictions Yes I No (If Yes, cite Law(s) & Regulation(s)		16 Audit Requirements None □ State □ Federal □ Independent	
17. Is an Index System Used? (If yes, explain briefly any hadware/software	and describe	18. Recommended Retention	
Yes No NateBoak		PERMENENT	
			21 Date
LT. G.R. HAYS	301/217-		07/26/96
DGS 550-4 (Rev. 1/93) Figure 1			

Instructions Type or Print a separate form for each new or revised record series, forward with Record Retention Schedule (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794		AGENCY RECORDS INVENTORY BAGE OF
MONTGOMERY COUNTY SHERIFF'S OFFICE	2. Division CRIMINA	L DIVISION	3. Unit WARRANT- FUGITIVE
DEFINITION - RECORD SERIES - A group of related re	cords normally filed and	d used as a unit for reference	as well as retention and disposition purposes.
4. Record Senes Title CLOSED COMMITMENTS TO LO	CAL & STATE (CORRECTIONS DE	5. Earliest Year/Latest Year PT. 93 to 96
6. Record Series Description (Briefly describe the types	of informationn/docume	nts/forms found in the senes.	Include the purpose or function of the series.
THE COMMITMENTS ISSUED BY THE LOCAL OR STATE DEPART AGAINST THE DEFENDANT INC. PICKED UP AND TRANSPORTED	MENT OF COR ARCERATED A	RECTIONS WHICH T ANOTHER INSTIT	WERE FILED AS DETAINERS
7. Record Senes Format(s) Letter Size	8. Record Senes S Alphabetica Numerical	•	9. Volume 1 File Drawer(s) Microfilm Reel(s) Computer Tape(s) Number □ Other (specify)
☐ Bound Book ☐ Floppy Disk	☐ Chronologi	cal	40 Annual Annual Indian
1 Audio Tape	☐ Geographical ☐ Other (specify)		10. Annual Accumulation 50
11. File is Used Daily Weekly	☐ Monthly	12. File Besomes Inactive Number	After Month(s) Year(s)
13. Current Location(s) (Bldg., Floor, Room) OFFICE		14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office) □ Yes No	
15. Access Restrictions Yes No (If Yes, cite Law(s) & Regulation(s)		16. Audit Requirements None Sta	ite 🗆 Federal 🗆 Independent
17 is an index System Used? (If yes, explain briefly any hadware/software	and describe	18. Recommended Retention	
Yes X No		N/A	
Name and Title of Preparer 2	20 Telephone Number		21. Date
LT. G.R. HAYS 301/217-7		7097	07/26/96
DGS 550-4 (Rev. 1/93) Figure 1	. •	25 .	